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NEW MEMBER ORIENTATION

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Learning to Legislate

Thursday, November 12, 2020
10 a.m.



2021 Regular Session

Training Topics:

- ❖ Your Role in Legislating
- ❖ From an Idea to a Bill
- ❖ House Bill Drafting Role
- ❖ Types of Bills
- ❖ Companion Bills
- ❖ House Rules & Policies



Many Roles of a Legislator

- ❖ Represent your District
 - Constituent Services
- ❖ Legislative Oversight
 - See that Executive branch properly implements laws passed
 - Checks and balances against other branches of government
- ❖ Law Maker
 - Researching, writing, and passing legislation



Making Laws

From an Idea





Making Laws

Ideas for Legislation:

- ❖ Campaigning
- ❖ Constituents
- ❖ Interested parties or stakeholders
- ❖ Senators & Executive branch agencies

Research:

- ❖ Understand current law
- ❖ Understand proposed changes needed
- ❖ Beware of unintended consequences
- ❖ Is there a fiscal impact

Resource:

- ❖ Committee Staff





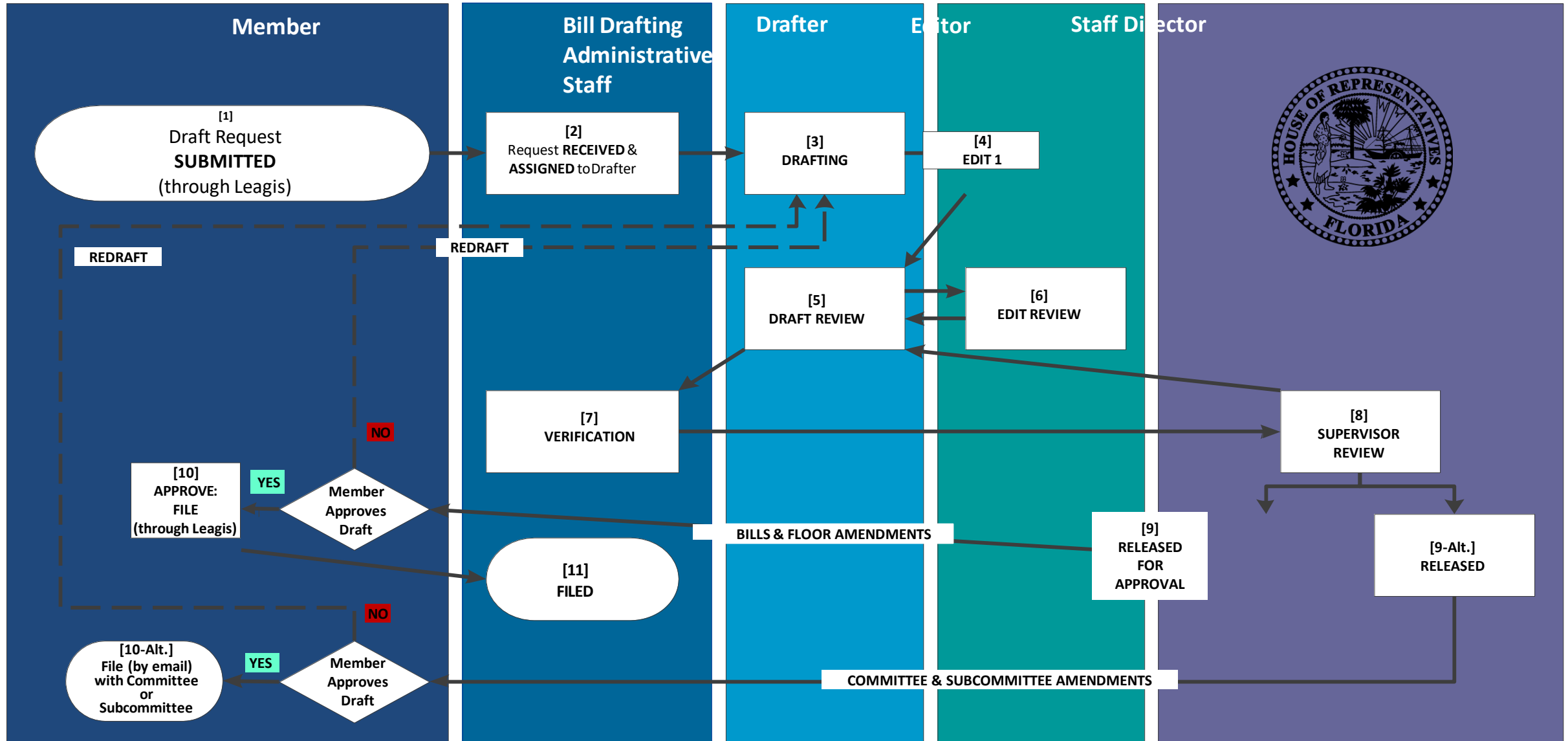
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House Bill Drafting Role:

- ❖ Submit request through Leagis Dashboard
- ❖ Drafting and editing process
 - New language - underlined; deleted language - struck through with hyphens.
- ❖ Released to your dashboard for review
 - Submit for redraft
 - Approve for filing
- ❖ Files bill
 - House bills are odd-numbered; Senate bills are even-numbered.



Typical Workflow for Bill and Amendment Draft Requests





Companion Bills

- ❖ Request for bill submitted to HBD
- ❖ In order to pass the Legislature, a single bill must pass both the House and Senate
- ❖ Need Senator to run bill in Senate
- ❖ Substantially similar in wording and identical as to specific intent and purpose
- ❖ Bill management:
 - Who will take lead
 - Amendments to bills
 - Avoid crossing bills



Types of Member Bills

- ❖ General bills
- ❖ Local bills
- ❖ Claim bills
- ❖ Repealer bills



Resolutions & Memorials

- ❖ Joint resolutions
- ❖ Concurrent Resolutions
- ❖ Substantive House Resolutions
- ❖ Ceremonial Resolutions
- ❖ Memorials



Appropriations Project Bills

- ❖ An Appropriations Project Bill is a bill proposing funding for an appropriations project which:
 - Must be filed by a Member of the House as a stand-alone bill
 - Must be accompanied by an Appropriations Project Request Form containing detailed information about the project
 - May only request nonrecurring funds
 - Unique to House



House Rules & Bill Filing

- ❖ House Rule 5.3 — 7 bill limit
- ❖ Exceptions:
 - Local bills
 - Ceremonial House Resolutions
 - Memorials
 - Adhering bills
 - Repealer bills
 - Claim bills
 - Appropriations Project bills



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Member Bill Deadlines

❖ Bill Request Deadline

❖ Bill Filing Deadline

- Early File Bills vs. Final File Bills



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Deadlines for First Two Bills

- ❖ **January 19, 2021** – Early Member *bill request submission deadline* for at least 2 of the 7 bills (5 p.m.)
- ❖ **January 29, 2021** – Early Member *bill filing deadline* for at least 2 of the 7 bills (12 Noon)



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Deadlines for Remainder of Bills

- ❖ **January 29, 2021** – Final Member *bill request submission deadline* for the other 5 bills (5 p.m.)
- ❖ **March 2, 2021** – Final Member *bill filing deadline*. (12 Noon)



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Other Deadlines

- ❖ **Appropriations Project Bill Forms** Submitted to fiscal staff:
 - **February 2, 2021 (5 p.m.)**
- ❖ **Ceremonial Resolutions** Request Deadline:
 - **April 1, 2021 (5 p.m.)**
- ❖ **Ceremonial Resolutions** Filing Deadline:
 - **April 15, 2021**



Tributes

- ❖ Rule 5.12: Tributes are used to commemorate local achievement, condolences, or other recognition as an individual expression of the sponsoring Member.
- ❖ Expression of the Member requesting it (not the whole House)
- ❖ Deadlines and Policies for tributes:
 - Tributes may be prepared by district staff or HBD
 - Submitted to HBD through Leagis 10 business days before date Member needs Tribute (during the interim); 15 business days (during session)
 - HBD is limited to preparing 10 tributes per year per Member (Nov. – Oct.)



Our House: Bill Drafting

OurHouse



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House Bill Drafting Service

The **House Bill Drafting Service** is a nonpartisan, nonpolitical office of the Florida House of Representatives that provides professional legislative drafting services for all members, committees, and subcommittees of the House. The office is responsible for:

- Preparing drafts for most general bills (other than appropriations bills), joint resolutions, concurrent resolutions, memorials, and House resolutions;
- Reviewing drafts of local bills;
- Preparing committee and subcommittee substitutes;
- Preparing floor amendments and, upon request, committee or subcommittee amendments; and
- Filing all bills, committee or subcommittee substitutes, and floor amendments with the Clerk of the House.

In addition, the office prepares drafts of tributes for individual members to commemorate local achievement, condolences, or other recognition.

Legislative drafts and draft requests submitted to the office are exempt from public records requirements as

Announcements

2021 Legislative Session, *Last Updated: 10/8/2020*

The Leagis 2021 dashboard is now open. Only Members unopposed in the election may submit bill draft requests at this time.

House Administrative Policy 1.5 (Drafting Legislation in an Election Year) applies to many Members during an election year interim. That policy prohibits House employees from drafting legislation for Members (except for a special session) until the end of the period for qualifying for reelection and thereafter only for Members who are unopposed for reelection.

If you have any questions, House Bill Drafting may be reached at (850) 717-5300 or by email at [IHSE Bill Drafting \(Request Assistance\)](#).

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Commonly Used Documents



Contact Our Office



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House Bill Drafting

Contact us at:

(850) 717-5300

HOUSE BILL DRAFTING SERVICE



An office of the Florida House of Representatives